



Meeting Date	October 31, 2007	Time	1:00 – 2:30
Location	SSMC2 Room 12246; Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	N	
Bruce Jackson	NOS	N	
Paul Johnson	OAR	N	
Steve Musser	OAR	N	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	N	
Gerald Thomas	NMAO	N	
Malcolm Orr	DOC OGC	Y	
Thomas Santymire	Budget Office	N	
Angela Chu	Budget Office	Y	
Valda Ferrell-Evans	CMFD	Y	
Sharon Glover	BIS	N	
Guest Name	Organization	✓	E-mail
Lindy Layton	Finance Office	Y	
Tiyo Fonte	NMFS	Y	
Helen Brandling-Bennett	NMFS	Y	
Brian Crawley	NWS	Y	
Sue Bracey	NWS	Y	
Brian Johnson	NOS	Y	
Dinara Holmes	OAR	Y	
Deb Lucas	OAR	Y	

Michelle Macias	USEC	Y	
Nancy Kinkard	USEC	Y	
Amy YU	CMFD	Y	
Suzanne Hess	NOAA/GC	Y	
Angelia Talbert-Duarte	DOC OGC	Y	

Agenda:

1. New information on the web – Cindy Rich
2. OGC clearance of reimbursable agreements/funding documents – Malcolm Orr
3. Carry-over update/issues/questions – Cindy Rich
4. HQ reimbursable contacts for FMCs – All; bring to meeting
5. Questions from Training (continued) – Cindy Rich

Minutes:

1. Cindy Rich announced that the Unmatched Costs Report and the minutes from the Reimbursable Workgroup Meetings are on the CBS website:
<http://www.corporateservices.noaa.gov/~cbs/reimburse.htm>
2. Malcolm Orr and Angelia Talbert-Duarte from the DOC Office of General Counsel (OGC) attended the meeting to provide guidance on the OGC requirements for approving reimbursable agreements.

Malcolm said OGC is looking for 3 criteria in reimbursable agreements:

- A summary of what is being done;
- The exact timeline of the project; and
- The authority to do the work (programmatic authority) and the authority to transfer funds. (Can be the same authority.)

Agreements are routed to DOC OGC through NOAA Line/Staff Office Headquarters and then through NOAA Exec Sec. Some LOs, i.e., NOS, NWS, NESDIS, OAR international, require review by NOAA OGC before DOC OGC review. NOAA Exec Sec assigns a Folder ID number before routing agreements to DOC OGC. The contact number for NOAA Exec Sec is 202-482-2985.

When agreements reach DOC OGC, they are assigned to an attorney. When the attorney receives an agreement, he/she must notify the NOAA contact within 24 hours that he/she has the agreement. If the program contact name is clear on the agreement, the attorney will send an e-mail directly to the program contact. If the program contact name is not clear, the attorney will e-mail the LO/SO reimbursable coordinator.

The attorney assigned to review a reimbursable agreement package must inform the NOAA contact within 1 week of receipt if documents/information are missing. When all documents/information are received, OGC can generally review and clear a reimbursable agreement within 30 days. Depending on the time required

to receive complete documentation/information, agreements can be cleared in less time or more time, e.g., up to 4-5 months. Including prior OGC clearances in the package can save time. Including the cover sheet is also helpful as it gives a one page summary of authorities, etc.

DOC OGC must clear modifications to existing agreements. Mods can sometimes be reviewed quicker because OGC tries to assign them to the same attorney who reviewed the original agreement. The speed of review is dependent on OGC receiving complete information. OGC also must have prior mods and the original agreement in order to review and clear a mod.

International agreements can take longer than 30 days because OGC must determine if the State Department needs to review them as well.

Herb Callands questioned if NOAA OGC clearance is necessary. Malcolm and Angelia said that DOC OGC does not require NOAA OGC clearance. Suzanne Hess said that NOAA OGC reviews reimbursable agreements for NOAA specific authority, but defers to DOC OGC for government-wide authorities, e.g., the Economy Act. There was a suggestion to ask for concurrent clearance by both OGCs. Malcolm said both reviews should not be concurrent. Alicia Taylor noted that concurrent review does not always save time if each office asks for different follow-up.

Malcolm said that OGC has an "Officer of the Day" who can be reached on 202-482-5391. Call the Officer of the Day with any general questions about reimbursable agreements.

Sue Bracey asked about mission assignments, e.g., fires in Southern California, the tornado in Kansas and the need to have related reimbursable agreements cleared quickly. Malcolm suggested calling the Officer of the Day and explaining the situation. These agreements should be handled on a case-by-case basis. Malcolm and Angela suggested that DOC OGC may be able to provide blanket clearance for mission assignments as long as they follow a model which OGC would have to develop. OGC will have to work with NOAA Homeland Security to develop a model.

If a NOAA organization is close to losing funding because an agreement has not cleared OGC, Malcolm suggested calling him and letting him know the urgency. Also, including a statement about the potential to lose funds would help.

Generally, OGC must clear all reimbursable agreements and mods. They also must clear MIPRs and funding documents.

NOAA LO/SOs should contact DOC OGC with any questions about authority to perform reimbursable sales/fixed fee (RSFF) projects. OGC will review these projects on a case by case basis. For RSFF projects which have continued for multiple years, OGC clearance may be necessary to determine if the authority still

- applies. Malcolm and Angelia said that the authority for RSFF projects should be reviewed at least every 5 years.
3. The initial carryover amounts (Oct 10 were not posted to the CBS Reimbursable module. However, the NOAA Budget Office used these amounts for recording allotments in October. The final carryover order and advance amounts were posted in CBS on November 1st. These amounts are not being forwarded to NOAA Budget Office.
 4. Each Line Office was asked to provide the names of HQ reimbursable contacts for FMC use.
 5. The Reimbursable Workgroup members agreed to meet monthly.

The next meeting will be:	TBD
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